Support Conflict Resolution & Mediation across a Diverse Federal, State, & Local Community



Project Title	Support Conflict Resolution & Mediation across a Diverse Federal, State, & Local Community
Project Summary	Serve as a Project Associate with a top-tier dispute resolution program in the Pacific Northwest and gain insight into the connection between federal, state, tribal, and local resources in a diverse, inclusive, and innovative context.
Country	United States

Project Description

The Shared Neutrals Program sponsored by the Oregon Federal Executive Board (OFEB) is a cooperative arrangement between diverse federal, state, local, tribal and educational organizations in the Pacific Northwest region. Agencies participating in the consortium make a reciprocal agreement to share resources to provide workplace mediation, facilitation, training and coaching. The Shared Neutrals Program is designed to provide agencies with fast, free and flexible access to sophisticated conflict management services on a collateral duty basis, provide individuals in conflict with high quality, accessible, timely and confidential neutral services, and professional development of a diverse and inclusive cadre of neutrals (mediators, facilitators, trainers, coaches) within the framework of a co-mediation model and mentoring.

Benefits: In this role you will have routine interaction with senior leadership across state & federal agencies, regional

tribes, dispute resolution centers across the state, as well as educational institutions with diverse conflict resolution programs. If you have an interest in exploring public sector workplace cultures, you will find tremendous opportunities and satisfaction in this program by promoting excellent communication and inclusive healthy workplace cultures.

The Project:

Leading efforts to revamp the Program Guide for the first time in 20 years using a design-thinking process.

Assisting with the case management process, to include case development and tracking; Producing regular scheduled reports to document program compliance, cost savings, and positive impact. Collecting, editing and presenting anonymous client feedback comments. Transforming case outcome spreadsheet data into infographics that reveal compelling patterns.

Working with the governing Subcommittee members and leadership to administer the program via monthly conference calls, drafting meeting minutes, and coordinating voting. Putting together a decision tree or matrix for the governing Subcommittee to decide on a course of action, and taking votes on key issues. Updating the

website to reflect new events and resources.

Developing and implementing strategic plans to recruit and retain neutrals, agencies and leaders. Scheduling interviews, coordinating the submission of continuing education documentation. Work with communications interns to develop compelling marketing materials.

Managing online databases (MS Office, Salesforce, and Google suite) and social media accounts (Facebook, LinkedIn).

Assisting with the design and planning of research projects to optimize program evaluation metrics and reporting. Researching grant funding opportunities at local, state and federal levels.

Required Skills or Interests

Skill(s)
Cultural diplomacy
Data analysis
Graphic design
Marketing
Research
Social media management
Survey / polling design
Writing

Additional Information

Most of the work can be done asynchronously, but the ideal candidates will be available twice a month for 1 hr meetings (currently 2nd and last Wed of the month from 12-1pm PT, although times may be able to be adjusted to accommodate schedules).

Language Requirements

None